

MATER DEI HIGH SCHOOL

Student & Parent
HANDBOOK

1300 HARMONY WAY
EVANSVILLE, IN 47720

www.materdeiwildcats.com

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
OUR VISION.....	6
GENERAL INFORMATION	6
Catholic Diocese of Evansville Code Of Christian Conduct Covering Students And Parents/Guardians.....	7
Crisis/Confrontation Policy.....	8
Crisis Plan.....	9
Custodial Rights.....	9
Student Admission Policy.....	9
Tuition And Withdrawal/Refund Policy.....	10
Withdrawal of Students.....	10
School Office Hours.....	10
Delinquent Tuition and Fees.....	10
Career/Technology Fee (SICTC).....	10
Exchange Students.....	11
STUDENT LIFE	11
Prayer and Worship.....	11
Courses.....	12
Service.....	12
Student Government.....	13
Class Officers.....	13
ACADEMICS	14
Buckley Amendment.....	14
Graduation Pathway.....	14
Grading System.....	14
Online Classes.....	15
Class Schedule Changes.....	15
Academic Eligibility for Student Activities.....	15
Late Work Policy.....	15
Incomplete Grades.....	15

Academic Integrity Policy.....	15
Honor Roll.....	16
Scholarship Monograms.....	16
Valedictorian/Salutatorian.....	16
National Honor Society.....	17
Virtual Day Policy.....	17
School Closure.....	17
Assessments.....	17
PE Flex.....	17
Visitors.....	18
Volunteers.....	18
STUDENT ATTENDANCE.....	18
Attendance Policy.....	18
Absences.....	19
Excused Absences.....	20
College Visits.....	20
Field Trips.....	20
Appointments.....	20
Student/Class Retreats.....	21
Illness (During the School Day).....	21
Vacation Policy.....	21
Chronic Absenteeism.....	21
Procedures For Tardies.....	22
Chronic Tardiness.....	22
Truancy.....	22
Habitual Truancy.....	22
STUDENT RESPONSIBILITY & BEHAVIOR	23
General Responsibilities.....	23
Inappropriate Behavior.....	23
Major Offenses.....	24
Disciplinary Procedures.....	24
Disciplinary Actions.....	25
Exclusion.....	26

Anti-Bullying Statement.....	26
Child Abuse Laws.....	27
Dress Code.....	27
Pants.....	28
Belt.....	28
Polo Shirt.....	28
Long Sleeve Oxford Shirt.....	28
Sweatshirt/Sweater.....	28
Jewelry & Other Accessories.....	28
Shoes.....	28
Socks.....	29
Hair And Make-Up.....	29
Special Dress Days.....	29
Alternate Dress Days (i.e. Field trips, May Day, Picture Day, and other special events).....	29
Spirit Dress Days.....	29
Specifically Prohibited Dress Code Items.....	30
Disciplinary Action for Uniform Dress Code Violations.....	30
Other Dress Code Reminders.....	30
SCHOOL TECHNOLOGY POLICY.....	30
Cell Phones / Wireless Devices.....	30
Student Access To Devices.....	31
Chromebook Guidelines.....	31
Chromebook Lending Agreement.....	31
Diocesan Internet Use INTERNET USE POLICY.....	32
Student Internet Agreement.....	32
Parent Internet Agreement.....	33
Diocesan Social Media SOCIAL MEDIA USE POLICY.....	33
HEALTH AND SAFETY.....	33
Wellness Policy.....	33
Immunizations.....	33
Pest Control Policy.....	33
Elevator Policy.....	34
Medication/Drugs.....	34

Emergency Drills.....	34
Surveillance Cameras.....	34
Alcohol/Drugs.....	34
Drug, Alcohol, and Tobacco Use & Testing Policy.....	34
Student Searches.....	37
Locker Searches.....	37
Disaster Drills.....	38
Concussion Policy.....	38
Seclusion And Restraint Policy.....	38
School Services.....	39
OPERATIONAL PROCEDURES.....	39
The School Day.....	39
Cafeteria.....	39
Student IDs.....	39
Parent Communication Guidelines.....	40
Driving Responsibilities.....	40
Textbook Rental Agreement.....	40
Library/Media Center.....	41
ATHLETICS, EXTRACURRICULAR ACTIVIES & STUDENT PERFORMANCES.....	41
Code Of Conduct.....	41
School Activities - Athletic, Extracurricular, and Performances.....	42
Student Behavior at Athletic, Extracurricular Activities, and Student Performances.....	43
Regulations For Dances / Events.....	44
All-Sports Trophy.....	44
Bell Schedules Bell Schedules.....	45

Dear Parents and Students,

Welcome to Mater Dei High School! In choosing Mater Dei High School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Mater Dei High School for the 2024-25 school year. Please read this document carefully and sign the [Parent Agreement form](#). This agreement states that you intend to abide by the policies of Mater Dei High School during the 2024-25 school year.

The faculty and staff of Mater Dei High School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Darin Knight
Principal

OUR MISSION

Inspired by Mary, Mother of God, Mater Dei High School exists to provide a caring and disciplined learning environment that builds upon the education established by Christ, carried forward by the Catholic Church, and nurtured by families.

Mater Dei is built on the **Cornerstones** of:

1. Spiritual Growth
2. Academic Excellence
3. Service to Others
4. Social Development

“Enter to Learn, Go Forth to Serve.”

Rooted in faith, this formative time spent at Mater Dei High School gives our students the best educational and spiritual foundation to find their niche and make a difference in our community and our world.

OUR VISION

Mater Dei High School is dedicated to challenging young people to reach their full potential, and empowering them for leadership roles in the Church, community, and world. Mater Dei graduates are well-prepared to become active, successful members of society.

GENERAL INFORMATION

Accreditation

Mater Dei High School is accredited through Cognia® and the Indiana Department of Education.

Mater Dei Code of Behavior

We believe that membership in our school community is a special privilege. In order to create a climate in which real communities can take root and grow, we need a code of behavior, a disciplined structure of rules and procedures that will help us to work and interact together.

Here at Mater Dei High School our code of behavior is rooted in our identity as a Catholic High School—a center of learning for those who believe in:

- The sustaining presence of God the Father

- The redeeming presence of Jesus the Son
- The energizing presence of the Holy Spirit
- We accept, therefore, the moral values and responsibilities that challenge us as Christian men and women, as faculty and students.
- We agree to recognize each person's dignity and to treat all with respect, courtesy, and Christian concern.
- We agree to cooperate with teachers to create an environment of order that makes learning possible.
- We agree to care for our learning equipment, our building, and our school grounds.
- We strive to mesh our individual goals with the goals of our school community.

Beyond these minimum expectations, all are encouraged to maximize their opportunities for friendship, learning, involvement, and spiritual growth.

Basic Expectations

- Attend class regularly and on time.
- Participate in class and complete assignments.
- Accept direction from faculty and staff as communicated verbally and in writing.
- Be courteous and respectful toward teachers, staff, and classmates.
- Maintain self-discipline; e.g., silence when silence is expected.
- Display the highest standard of personal integrity at all times.
- Maintain ethical behavior – respect the rights of others.
- Respond cooperatively to directives given by school faculty and staff members.

Catholic Diocese of Evansville Code Of Christian Conduct Covering Students And Parents/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off-campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive,

threatening, hostile, or divisive.

- These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, at its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Crisis/Confrontation Policy

The safety and well-being of every student, the school staff, and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments that are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either occurred, is underway, or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would represent a risk of physical harm to any person or persons, whether or not on school property;
3. A student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
4. A student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
5. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows but fails to disclose to school authorities, that another student either:
 - a. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - b. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function; or
 - c. has used social media to threaten or harm others.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and/or impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents

or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

Crisis Plan

Mater Dei High School has a crisis plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Student Admission Policy

Mater Dei High School realizes that a student body with varying backgrounds (racial, ethnic, socio-economic, and geographic) provides a full educational experience for all students. Thus, Mater Dei High School admits students of any color, racial or ethnic origin, or faith to all rights, privileges, programs, and activities generally made available to students at the school. Although we try to serve the needs of all types of learners, we may not have the necessary resources to accommodate certain learning disabilities and difficulties. If the school becomes aware of additional information after the student has been admitted that impacts the school's ability to service the student, the school reserves the right to change its admissions decision.

All new students (incoming and transfer) are considered probationary students for the first semester of attendance. During this time, grades, attendance, and discipline are monitored. At the semester's end, the student's status is reevaluated and the probationary status may be removed, reinstated, or further admission may be revoked.

Any student who voluntarily withdraws from Mater Dei High School will not be re-admitted during the same school year.

Mater Dei High School does not accept a second-semester senior as a transfer. Mater Dei will only allow transfers at the quarter or semester break unless the student is moving into the area.

Admission Information

Non-discriminatory Policy

The schools of the Catholic Diocese of Evansville shall be open to qualified students of any sex, race, color, national or ethnic origin to all of the rights, privileges, programs, and activities made generally available by such schools. Schools do not discriminate in the administration of their educational policies, scholarship programs, athletics, and other school-administered programs.

Tuition And Withdrawal/Refund Policy

Tuition arrangements for the 2024-2025 school year are due by July 19, 2024. If arrangements are not made by that date, textbooks and schedules may be held until payment has been made.

In the event a student voluntarily withdraws during the school year, a parent/guardian may apply for a partial refund of tuition. To apply for a refund, a parent/guardian must complete a Student Withdrawal Form available in the Main Office. There will be no refund if a student is forced to withdraw or is expelled from Mater Dei High School.

The school's President is responsible for authorizing all Student Withdrawal refund requests. Parents/Guardians who wish to appeal the President's decision must submit their appeal in writing to the Chairman of the Mater Dei Board of Trustees within 30 days of being informed of the President's decision.

Tuition refunds are calculated using a prorated days enrolled based on the withdrawal date. School Choice Voucher & SGO credits are also calculated on prorated days if withdrawal is after the School Choice Voucher minimum enrollment date (usually October). Any other financial assistance is lost if a student is expelled or withdraws.

Withdrawal of Students

Parents withdrawing their child/children from St. Catholic School must notify the school office by completing the Withdrawal from School Form.

School Office Hours

School office hours are Monday through Thursday, 6:30am-3:00pm; and Friday 6:30am-2:30pm. Morning drop off begins at 6:30am.

Delinquent Tuition and Fees

Student records, diplomas, schedules, report cards, and graduation caps and gowns will not be released for any students that have delinquent tuition and fees. All questions should be directed to the business manager and the OIA Office.

Career/Technology Fee (SICTC)

The amount of tuition and fees will be determined annually by the Evansville Catholic High School Coordinating Council. Keeping current with the tuition payment is required. High school students enrolled in the public school Southern Indiana Career and Technology Center (SICTC) program will receive the following tuition reduction:

- *30% if enrolled in a 3-hour SICTC program*

Students must have the approval of the President for this tuition reduction. This tuition reduction applies to all students—active Catholic, non-active parishioner, or non-Catholic students.

Participation in the SICTC program is secondary to the schedules, activities, and requirements of Mater Dei High School. When schedules conflict, Mater Dei as the 'home school' takes precedence. This includes all prayer services and class liturgies.

All SICTC students must ride the EVSC bus to and from SICTC unless approval is given by the Mater Dei

Administration.

Exchange Students

Mater Dei High School is proud of the many exchange students that we have hosted and encourages the continuation of these programs. To better facilitate this experience, the following guidelines have been implemented:

- Exchange students must be participating through an accredited program and pay for their own tuition.
- Families hosting an exchange student that enrolls at Mater Dei for an **entire school year** will receive a \$1,000.00 rebate for their own student's tuition.
- Families hosting a student that enrolls for **one semester** will receive a \$500.00 tuition rebate.
- Enrollment may be for either one or two semesters.
- Full tuition is required unless staying with a family from an assessed parish.
- The exchange student may not take a "world language" course in their native language.
- Exchange students may not be classified higher than the eleventh-grade level.

STUDENT LIFE

Prayer and Worship

Mater Dei High School strives to build a faith community that loves God above all and loves neighbors as self. We strive to reverence the dignity of all members of our community, recognizing the presence of Christ within ourselves and within others.

Building a community of faith involves all of us in all aspects of our responsibilities. It is a process of growth that calls for persistent effort and patience. There are three key and overlapping dimensions in the process of building this faith community.

Nurturing Spirituality

Mater Dei offers many opportunities for spiritual development and growth in one's relationship with God:

- Morning Prayer each day
- All-school Mass every month and holy days
- Tuesday morning Bible Study before school
- Weekly Mass option in the chapel before school
- Penance Services – Advent and Lent Class
- Retreat day each year
- Prayer service for special occasions and special liturgical seasons
- Environment that offers symbolic reminders of liturgical seasons and special events
- Spiritual counseling
- Integration of faith and learning through the curriculum

Courses

Teaching Theology

Students learn about God within the framework of the Catholic Tradition. Students are required to have 8 credits in religion. Descriptions of these courses can be found in the [Course Description Guide](#). Integration of faith and learning across the curriculum is an ongoing process.

Service

Promoting Service

Promoting Service Living a Christian lifestyle involves a loving response to the needs of others. All members of the Faith Community are challenged to honor and promote the dignity of all persons. Students are expected to “give something back” in service to their school, their parish, and to the larger community.

Areas for Service per School Year

- ❖ 6 hours of service to Parish/Church
- ❖ 6 hours of service to Mater Dei High School OR Community
- ❖ 2 hours of these 12 required hours must be time spent performing a Corporal Work of Mercy that will also have a required one-page essay due to the theology teacher for a grade.

Juniors and Seniors Corporal Work of Mercy project must be student-led or initiated by the student in one of those works per the Indiana Department of Education’s requirement to graduate following the “Service-Based Learning” initiative.

General Guidelines Regarding Service

1. All service hours should be logged into the MobileServe app or attached paper form.
2. An authorized email & signature for the project(s) submitted should be from the adult supervisor of the project. In most cases, this supervisor should not be the student’s parent.
3. A photo of your service project (before/after, selfie, etc.) should be uploaded in the app with submissions.
4. Service opportunities will be uploaded to the MobileServe app as they arise. Be sure to check out the app regularly for opportunities. Please note that this is not an exhaustive list of opportunities that can be approved for service. Students are encouraged to pursue other service opportunities as well.
5. Something cannot be counted as “service” if payment has been received or other forms of compensation are given (i.e. bonus points).
6. “Community Service” done as part of disciplinary action (i.e. detention) cannot be counted.
7. “Service” is an activity completed outside of the school day and cannot be required for another organization such as Scouts, National Honor Society, Youth Resources, sports, other clubs, etc.
8. If the 12-hour requirements are not met by March 31st, 2025, students will need to make up their hours during a work day at a later date. If the service requirement for graduation pathways is not met, a student may not receive his/her diploma.
9. To ensure that students are able to complete their service hour requirements by the March deadline, they are encouraged to complete half of their total hours for the year (6 hours) by December 20, 2024.
10. Service to your family will NOT count toward your service hour requirement. Assisting with one’s family is an expectation that shows love, devotion, and care for the family.
11. Mater Dei High School reserves the right to make inquiries regarding the validation of the service hours submitted.

12. Service hour submissions may be rejected due to lack of information or failure to meet requirements.
13. Your Corporal Works of Mercy requirement must include 2 hours of service based on a Corporal Work of Mercy (Feed the Hungry, Give Drink to the Thirsty, Clothe the Naked, Shelter the Homeless, Visit the Sick, Visit the Imprisoned, Bury the Dead).

Student Government

In order to prepare students for the responsibilities of self-government, Mater Dei has a Student Civic Government, modeled after the administrative setup of the City of Evansville, with Mayor, Clerk, City Judge, Council Persons, and Boards and Commissions proper to the good government of the city.

The school supports laws and regulations passed by the Student Council as well as promoting strict enforcement. The Student Council processes all violations.

The election process for student officials is accomplished through nomination and ballot. Nominations and elections are conducted in the spring of the year; Inauguration Ceremonies are observed in the fall on a date approved by the Principal. Each homeroom is represented by one councilperson. Each class is represented by the Class President.

There are, in addition, four council persons at large chosen from the sophomore (1), junior (1), and senior (2) classes. Appointments of Boards and Commissions are made by the Mayor, with the approval of the Council and Principal.

Class Officers

Each class has four student officers chosen by their classmates through nomination and election after the election of the Mayor and other student government officials. Officers for the senior, junior, and sophomore classes are chosen in May for the next school year.

Officers for the freshman class are chosen in the fall. Each class has a president, vice-president, secretary, and treasurer.

Because of the responsibilities entrusted to the major student government officials, those officials, namely the Mayor, Clerk, and Judge, will not be eligible to hold any class office. Normally these officials will not be eligible to be elected to a school club presidency; however, the club sponsor, at their discretion, may permit exceptions to this policy.

Class officer elections will be conducted as follows:

- After a slate of nominees is prepared, a preliminary Run-off election will be held. If no one receives a majority vote, the top two vote-getters for each office will run against each other for the office of President, Vice-President, Secretary, and Treasurer.
- Class officers serve as liaisons between the school and their classmates in all matters pertaining to the class as a unit. They conduct all business for the class under the faculty sponsor appointed by the Principal.
- The school considers it an honor for any student to be chosen as a class officer and consequently expects each class to select such students as will best represent the class and bring honor to the school.
- Students applying for any leadership positions must be in 'good standing' in academics, attendance, and discipline. *(Failing grades, excessive absences, and/or five detentions are examples of unacceptable levels.)*

ACADEMICS

Buckley Amendment

Mater Dei adheres to the Buckley Amendment (Family Educational Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Assistant Principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students' official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

Graduation Pathway

Mater Dei High School awards four diploma types to our graduates. The Core 40 Diploma is designed for those seeking post-secondary education after graduation. The General Diploma, Academic Honors Diploma, Technical Honor Diplomas are an extension of Core 40 and is the highest achievement diploma. Individual circumstances may dictate a different path of completion, such as the General Diploma. [Link for diploma summary](#)

Grading System

Academic grades: The percentage system is the basis for all grades; letter grades are used for reporting purposes.

The percentage for letter grades is as follows:

A	94%-100%	(4.0)	C+	80%-82%	(2.5)
A-	92%-93%	(3.75)	C	77%-79%	(2.0)
B+	89%-91%	(3.5)	C-	74%-76%	(1.75)
B	86%-88%	(3.0)	D+	71%-73%	(1.5)
B-	83%-85%	(2.75)	D	68%-70%	(1.0)
			D-	65%-67%	(0.75)
			F	Below 65%	

AP Grading Scale

A	92%-100%	C+	78%-79%
A -	90%-91%	C	72%-77%
B+	88%-89%	C-	70%-71%
B	82%-87%	D+	68%-69%
B-	80%-81%	D	60%-67%
		F	Below 60%

- ✓ A student's GPA is computed using the value of each letter grade listed above.
- ✓ Final Exams will be given in all classes and may comprise up to 20% of the student's semester grade.

Online Classes

Online classes must be approved by the Counselor. The percentage earned will be converted to Mater Dei's grading scale. If the class is a retake, the online grade earned will be averaged with the previously earned grade. The old grade will be recorded as an "R" and not counted in the GPA. If a course is offered at Mater Dei, then all efforts must be made to take the course at Mater Dei. If a student's schedule does not allow for a course, then the course may be taken online if approved to do so.

Class Schedule Changes

Any schedule change request must be made within the first **two weeks** of each semester.

The Administration reserves the right to deny any schedule change or to change a student's schedule at any time if it is deemed educationally inappropriate.

Academic Eligibility for Student Activities

Our goal is learning, and this must be a prerequisite to participation in after-school activities (e. g. athletics, drama, speech, band, student council, etc.). Eligibility for participation requires that students pass 70% of subjects per grading period and be in good standing in the Mater Dei community (i.e. students taking 8 classes must pass 6, and students taking 7 classes and a study hall must pass 6 to meet the 70% state requirement).

Late Work Policy

Late work policy is managed at the discretion of each individual teacher.

Incomplete Grades

An incomplete grade is defined as a grade that indicates a student has not completed enough of a project or coursework to justify a grade. Incomplete work must be finished within two weeks. After two weeks, the "I" is converted to an "F" if work is not finished satisfactorily. All incomplete grades must be approved through the Counselor.

Academic Integrity Policy

Plagiarism Defined: Plagiarism is defined as taking ideas and words of another and passing them off as one's own. Review www.plagiarism.org for more information regarding the definition of plagiarism.

Plagiarism Includes:

1. Turning in someone else's paper as your own
2. Using artificial intelligence (AI) to complete your work
3. Copying a friend's paper or homework assignment
4. Failing to cite a source correctly
5. Copying an author's exact words and passing them off as your own
6. Using someone's ideas, thoughts, or words without giving them credit

All digital work should be drafted and completed using your MDwildcats Google account and show your full, time-stamped edit history.

Student Agreement:

- I will do my own work. I will not copy another person's work, in whole or in part, and turn it in as my own. I will not receive unfair assistance from another student, parent, computer program, or any other unauthorized source on a project, test, or assignment that was meant to be completed alone. I will not use artificial intelligence to complete work.
- I will not consult other unauthorized material or information during tests unless my teacher gives me permission (notes, calculator, electronic storage, etc.).
- I will not plagiarize. I understand the definition of plagiarism. I will not take material from the Internet or another student's electronic files and use it as my own. I will not copy text, graphics, mathematics solutions, presentations, or any idea in any form from another source without proper citation.
- I will follow the direction of my teachers regarding whether it is acceptable to give, receive, or ask for help on homework.
- I will not communicate exam information or answers during or following an exam.
- I will not claim credit for work that is not the product of my own honest effort, nor will I share my completed work with others and allow them to claim credit for my work.
- I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
- I will not turn in an original paper or project more than once for different classes or assignments.

Consequences:

- *First Offense* - Student will receive a 0% for the assignment and a series of detentions and/or Saturday School.
- *Second Offense* - Student will receive a 0% for the assignment and a failing grade for the quarter; student will lose 20% of their extra-curricular activities, including athletic events and school-sponsored field trips.
- *Third Offense* - Student will receive a referral to the Board of Discipline that may result in expulsion.

**All offenses will be sent to the principal immediately regardless of severity.*

[Link to Integrity Policy](#)

Honor Roll

At the end of each grading period the honor roll is prepared. All courses, including Physical Education, are considered in determining honor roll status. A grade of "D" or "F" disqualifies a student from any Honor distinction for the grading period (quarter) in which the "D" or "F" is earned. A grade of "C" disqualifies a shared- time student from Honor Roll distinction.

- *Magna Cum Laude*: This distinction is awarded to those students who achieve a 3.5 GPA for all quarters.
- *Cum Laude*: This distinction is awarded to those students who achieve a 3.0 GPA for all quarters.

Scholarship Monograms

An honor monogram is to be awarded to a student the first time he or she earns Honor Roll in two consecutive grading periods of the school year. For one of the two quarters, the student must have received Magna Cum Laude distinction. After having initially obtained a monogram, the student is awarded an additional bar for the monogram each time the student receives Honor Roll in two consecutive quarters. As with the monograms, one of these quarters must be Magna Cum Laude distinction.

Valedictorian/Salutatorian

The Valedictorian for a graduating class of Mater Dei is the highest-ranking senior based on cumulative GPA over the entire high school career. Salutatorian is the second highest-ranking senior based on the same criteria. To be named

valedictorian or salutatorian, a student must have completed the junior year and three quarters of the senior year at Mater Dei and be on the Academic Honors diploma track. The valedictorian and salutatorian will be named at the end of the third grading period, with the third quarter grade being given weight as a semester grade. Note: If more than one student is named valedictorian, then no student will be named salutatorian. [Valedictorian Chart](#)

National Honor Society

The National Honor Society is a national organization that recognizes students who have demonstrated outstanding scholarship, leadership, character and service. Qualifications, procedures, selection, and membership for the Mater Dei chapter are all aligned with the national organization. Students who meet the eligibility requirements are notified of the application process and deadlines for submission of application materials. Students who are inducted into the National Honor Society are recognized with additional graduation regalia.

For more information refer to the [chapter bylaws](#).

Virtual Day Policy

180 Instructional Days are required by the Department of Education. For times when school is closed for 1-2 days we will utilize the IDOE's virtual option to make up lost instructional time on the actual inclement weather day. Teachers will be required to have assignments posted online by 8AM on the snow day and will be available to answer questions through their Mater Dei email accounts from 8AM-2PM on that particular day. When school is canceled for a single day, work will be due on the next same color day (miss a Red Day, back to school on a Gold Day, turn in assignments on the next Red Day). However, when two days in a row are missed, due dates may be adjusted. The diocese permits three scheduled virtual days if needed.

School Closure

If it is necessary to close the school, an announcement will be made via a message sent to the contacts of the student via SchoolMessenger. Mater Dei will follow the decision of their local school public school corporation regarding school closures/delays due to weather.

Assessments

The State of Indiana mandates that all juniors take the SAT. Mater Dei also offers the ACT for juniors. Both tests are given on school days in the spring.

All freshmen, sophomores, and juniors take the PSAT in the fall. Students who are enrolled in Biology must take the state mandated ILearn End-of-the Course assessment in the spring.

Additionally, Mater Dei High School participates in the ARK Test (Assessment of Religious Knowledge).

PE Flex

Whereas, the State Board of Education allows schools to have the option to develop a policy by following the guidelines outlined in IDOE's 2013 memorandum "Flexibility in Physical Education Credit," Mater Dei High School has adopted the following policy.

- Students using the credit flexibility option must still meet the academic standards of the courses Physical Education I & II.
- The PE teacher must still grant the credit.

- If credit for participation in one sport is granted for PE I, the same sport activity could not be used for PE II.
- Credit can be earned with participation in the following ISSHA sanctioned sports: football, basketball, cheerleading, golf, soccer, swimming, track, cross country, wrestling, volleyball, tennis, softball, and baseball.
- Credit can be earned with participation in the following ISSMA sanctioned activities: Marching Band, color guard, winter guard, and winter percussion.
- Credit cannot be awarded for participation in the following club/school activities: archery, bowling, trap shooting, lacrosse, Ultimate Frisbee, and hockey. This list is not comprehensive. It is the Administrative discretion to add to it as needed.
- Participants are expected to complete the entire season in order to receive the credit.
- Cheerleading counts as 1 (regardless of which season).

Visitors

Upon arrival, all school visitors (volunteers, parents, etc.) must check in at the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. **THIS POLICY IS IN THE PROCESS OF BEING REVISED TO INCLUDE OUR NEW RAPTOR SYSTEM.**

Volunteers

All volunteers must complete a background check and Safe Environment training through the CMG Connect program. Coordination is managed through the Business Office.

STUDENT ATTENDANCE

Attendance Policy

Student attendance is required by law in the State of Indiana. Parents and students are completely responsible for attendance. Any absence of pupils from regular classroom learning experiences disrupts the continuity of the instructional process, loses the benefit of interaction with teachers and classmates, and misses the opportunity for guided study. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each student. There is a proven, positive correlation between regular attendance, punctuality, and scholastic performance.

Upon arriving at school in the morning until the final dismissal for the day, students are not permitted to leave at any time for any reason without school authorization. Students that choose to retrieve something from their car will receive a tardy.

Absences and tardies become part of the student's permanent record. This policy is for the benefit of the pupils, their parents, and the school community at large.

Absences

Procedures For Absences:

1. If a student is not in attendance, a parent/guardian must call the school office by 8:00am each day the student is absent to report an absence along with the reason for the absence. It is acceptable to leave a voicemail prior to school hours with this information. The school will contact parents if there is reasonable cause to verify the validity of a student called in as absent. *Students must be fever free and non-contagious for 24 hours before returning to school.*
2. If a student that attends tech school is not in attendance, a parent/guardian must call the tech school **and** Mater Dei by 8:00am each day the student is absent.
3. If the school reaches out to a parent after 8:00am regarding attendance and does not get in touch, the student will be marked truant. (See Truancy on page 22)
4. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school. The Main Office should have written notification of scheduled appointments prior to the beginning of the school day of the scheduled appointment.
5. Notes from doctors, dentists, or other health care providers must be received by the Main Office upon the student returning to school. Exceptions may be made by the Mater Dei Administration.
6. Failure to follow the correct procedure may result in a conversation with the school administrator.
7. It is the student's responsibility to check PowerSchool, Google Classroom, or to contact the teacher via email to collect homework.
8. An excuse for a known future absence (appointment, vacation, college visits, etc.) should be written in advance and presented to the office. Students must make arrangements with their teachers regarding tests, class work, and homework.
9. Students who are absent from school or leave school early for an unexcused reason are not permitted to attend school activities that afternoon or evening. Attendance at a family funeral is an exception; any other exceptions must be approved by the Principal.
10. The students must sign out in the office when leaving during the day (appointment, illness, etc.). If they return during the school day, they must sign back in at the office.
11. Service hour projects must be completed during non-school hours unless previously approved; otherwise, attendance will be marked absent/unexcused.

SPORTS/EXTRACURRICULARS & ATTENDANCE: *In order to practice or participate in any extracurricular or athletic practice or event, a student **MUST BE in school for the ENTIRE DAY.** Missing more than thirty minutes of class is considered an absence; therefore, the student would not be eligible to practice or participate in after-school activities. Exceptions would be attending a family funeral or an afternoon medical appointment with an excuse provided upon return.*

Excused Absences

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include, but are not limited to the following:

1. Illness or appointment verified by a note from a physician, dentist, or other qualified professional
2. Illness confirmed by a physician within one week of the student's return. In order for a doctor's note to be considered valid, the student should be seen by the doctor.
3. Attendance at a family funeral
4. Absences related to deployment and return for military-connected families
5. Serving as a page in the general assembly
6. Serving as a verified election worker
7. School-related athletic, academic or club contests
8. Suspensions
9. Absences prearranged and approved by the school Administration following a conference with the student and parents at which time justifiable reasons for the absences are given.

College Visits

An absence for a college visit is arranged with the Mater Dei Administration in cooperation with the Guidance Office.

Written request and communication with the office is required at least one week in advance. Students are responsible to notify their teachers of their intended visit verbally or via email (**we no longer use the Purple sheet**). Arrangements for class work, assignments, and quizzes/tests must be made before leaving on the visit.

College visits should NOT be scheduled during semester exams. A note, confirmation email, or other supporting documentation from the college or university visited is required upon returning to school.

Field Trips

All students attending school-related field trips (away from school premises) must have a permission slip turned into the Main Office prior to leaving on the trip. **Written permission** must be secured from the parents of all students planning to attend the scheduled trip. No student is permitted to call home for permission to go on a field trip. A scan of the original signed permission slip is acceptable, but **email or a phone call is NOT**. The teachers and/or Administration reserve the right to deny a student from attending a field trip due to excessive absences, poor grades, discipline issues, or missing assignments.

Appointments

Missing school for appointments can lead to excessive absences. While such appointments are sometimes necessary, parents and students should attempt to schedule them in such a way that classes are not missed. Appointments for non-emergencies are not allowed during the weeks of semester examinations and will be counted as absences.

Appointment Process (To avoid classroom disruptions):

1. Parents must send a note ahead of time for students to be excused for appointments.
2. Students should stop at the main office the morning of their appointment to pick up a class dismissal slip.
3. Students are responsible to communicate departure time with the teacher and leave accordingly (the main

- office does not contact the classroom.)
4. Students must sign out in the Main Office just in time for the appointment and sign back in immediately upon returning - parents are not required to sign students out.
 5. Students are expected to return for classes if there is time remaining in the school day. Likewise, students are expected to attend morning classes if an appointment is scheduled later in the day.
 6. Students must sign back in upon return from their appointment.
 7. Students must submit a Health Care Professional's Statement (excuse) when they return to school to make the absence from their class excused.

Student/Class Retreats

Retreat days are an important part of the spiritual life of our school. All students are expected to participate in scheduled retreats. Retreat days are counted for attendance purposes.

Illness (During the School Day)

If a student becomes ill during the school day, the classroom teacher should be notified and the student should then report to the Main Office. If a student needs to go home, a parent or guardian must be contacted by office staff before the student is allowed to leave the building. We require students to call their parents from the Main Office to discuss leaving school.

Students should NOT phone parents on cell phones.

Vacation Policy

Mater Dei High School STRONGLY encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with his studies. Exceptions to this policy must be cleared with the Principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered UNEXCUSED.

Upon returning from vacation, a student must expect to have class work to make up within five days of returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

Chronic Absenteeism

A student is considered to have Chronic Absenteeism when he/she has been absent from school for ten percent or more of a school year for any reason. A school year consists of 180 days, thus ten percent is 18 days of absences, regardless of whether they are excused or unexcused:

- When a student has reached 3 unexcused absences per quarter, the parent/guardian will be notified by phone.
- When a student has reached 10 absences, for any reason, the parent/guardian will be notified by phone.
- When a student has reached 15 absences, for any reason, the parent/guardian will be notified by letter, using for (SA-1).
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness is required to provide a

note from a physician or other qualified professional to verify the illness.

- The Principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

NOTE: A student with chronic absenteeism may receive a failing grade at the Administration's discretion.

Procedures For Tardies

Students should report to their Block 1/5 class by 7:25 AM. Students who arrive after 7:25 AM should report to the office to sign in and receive a tardy slip. **All tardies to school are unexcused** unless: 1) the student is involved in an auto accident on the way to school or 2) a special exception is made by Mater Dei Administration. Please note that accumulated tardies are counted by the school year NOT by the semester.

If a student is tardy to class en route from the previous class, the classroom teacher determines whether the student is excused or unexcused.

Chronic Tardiness

A student who has Chronic Tardiness is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

1. When a student has reached 15 tardies, the parent/guardian will be notified.
2. If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
3. The Principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Truancy

Being truant is defined as an absence from school without parental or school knowledge and consent. When the school does not receive a phone call on a day of absence, we assume the student is truant. A student who arrives thirty minutes after the start of school without a valid reason will automatically receive detention and be considered truant. Truancy entails the following disciplinary sanctions:

- *First offense* – double hours of detention for any time missed between 7:30am-2:30pm (Detentions will count as accumulated hours.)
- *Second offense* – suspension from school pending a conference with parent, student, and the Principal.
- *Third offense* – suspension pending a Board of Discipline hearing with possible recommendation for expulsion from school.

Habitual Truancy

A student is considered a Habitual Truant when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent

or guardian is required to be in attendance at the hearing.

- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.

The Principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

STUDENT RESPONSIBILITY & BEHAVIOR

General Responsibilities

Mater Dei High School is known for its warm friendly spirit. To promote this atmosphere, every student is asked to assume certain responsibilities.

- The office phones and classroom phones are for official school business. Students should get permission to report to the Main Office any time there is a need to contact a parent.
- Posters are displayed only with the approval of the Principal or club sponsor. Posters should be attractive and not in any sense degrading. Posters should be affixed with masking tape only and not placed on painted walls.
- No food is allowed in any classroom unless permission is granted by the Principal. Clear water in clear containers is acceptable. However, the classroom teacher reserves the right to not allow water in their respective classroom.
- The auditorium and green room are off-limits when not in use by school officials. Food, drinks, and gum are prohibited in the auditorium. Feet should remain on the floor at all times and never be put on the backs or armrests of other seats.
- All students are encouraged to protect their electronic devices by using a laptop sleeve.
- Backpacks and purses are not allowed to be carried during the school day. All backpacks, duffel bags, purses, and gym bags are to be left in the locker until leaving the premises.
- School lockers are the property of the school and may be searched at any time with probable cause. For safety and security, lockers must not be tampered with in any manner. Detentions and loss of locker privileges may result.
- Dignified conduct at assemblies demands attention and courtesy from the entire student body. Students **MUST** sit in the space assigned to their homeroom for assemblies. Students are subject to detention if not in their proper seats and/or are exhibiting improper behavior.

Inappropriate Behavior

Notwithstanding more specific school rules, the following are examples of student conduct that are unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from diocesan schools.

- Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes.
- Damaging or stealing property of another. Threatening or intimidating any student for the purpose of obtaining money or anything else of value.

- Doing harm to a fellow student.
- Threatening or doing harm to a school employee.
- Engaging in any unlawful activity that interferes with the school process.
- Insubordinate conduct.

The above mentioned applies to conduct both in (during) and at school sponsored functions.

Major Offenses

- Gambling: Gambling for money is forbidden at school and disciplinary action may be assigned.
- Gang Affiliation: Any suspected or known gang affiliation, which may or may not affect the school climate, is forbidden at Mater Dei High School. This includes the use of signals, written codes, language, distinct apparel, etc. Gang affiliation is grounds for immediate expulsion.
- Sexual Harassment: Sexual Harassment is a kind of discrimination defined as a violation of Title VII of the Civil Rights Act of 1964. It is behaviors (jokes, gestures) that are UNINVITED, UNWELCOMED, UNWANTED, and/or UNPLEASANT. This may be a repeated offense or it may be very offensive on a one-time basis and will not be tolerated. Harassment is forbidden and suspension/exclusion may be assigned until the investigation is complete.
- Weapons: Any type of weapon or item that resembles a weapon is absolutely forbidden at Mater Dei High School. It is sometimes difficult to define exactly what a weapon is; therefore, the Administration reserves the right to make those determinations. Any student possessing or using a weapon will be suspended immediately. Expulsion may follow.
- Use or possession of alcohol or other illegal drugs, look-alike drugs, tobacco products, e-cigs, vapor devices, or any other drug or alcohol paraphernalia or the improper use of prescription drugs is never permitted on or near school property or at or near school functions/events. Students who have consumed, ingested, or are in possession of alcohol, tobacco, or other drugs will be suspended. Any student who provides illegal drugs, look-alike drugs, alcohol, tobacco, or non-authorized prescription drugs to another student may be subject to expulsion. Continued membership in our school community will be determined by the Administration in accordance with our disciplinary code.

The exact specifications for various infractions cannot be completely outlined. Therefore, the Administration, at its discretion reserves the right to interpret each case. The following are guidelines to assist the Administration.

Disciplinary Procedures

Being a private Catholic educational institution, Mater Dei High School operates under contractual law. Thus, students who attend Mater Dei are expected to follow the rules and procedures that are expressed in the Student Handbook or the requests made by the faculty and administrators. Students who do not do this will not be allowed to attend Mater Dei. Because of the uniqueness of being a private Catholic educational institution, students are not guaranteed constitutional due process rights, as are students who attend public schools.

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and

judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement any offense involving possession or use of any illegal substance, or of any threat of violence or use of a weapon.

Each student has the responsibility to know and follow the rules and procedures of our community. In the case of misconduct, each faculty and staff person has the right and the responsibility to deal with a situation as it presents itself.

Blatant disrespect and disobedience are referred to the Principal. The Principal is charged with the responsibility of handling the normal disciplinary problems and referrals. Each severe disciplinary problem is referred to the Principal.

The **Board of Discipline** is an advisory committee that makes recommendations to the Principal concerning handbook policies in general or concerning individual students who appear before the Board for a hearing that concerns attendance or behavior. The Principal notifies the student, the parents, and others involved of the time and place of the hearing.

Faculty members on the Board of Discipline, along with the Principal, will meet to deal with disciplinary or attendance problems. Board hearings may be called by the Principal, Assistant Principal, School Counselor(s), a Board of Discipline member, or by the student with the approval of the Principal. The Board of Discipline makes recommendations to the Administration. The Administration makes the final decision; all involved will be informed of the decision.

Disciplinary Actions

The following disciplinary actions are designed to correct and deter misbehavior. The actions taken by faculty or staff are listed in order of severity. The entire disciplinary program is under the direction of the Principal.

Detention: The Principal in consultation with the teacher may modify the disciplinary penalty. The issuing and reception of detention means that the student is required to serve one hour in study after school.

The Principal will enter disciplinary referrals into the computer and monitor the number and nature of the violations. The Principal will conference with students who commit more serious violations. The Principal will notify parents of accumulated disciplinary detentions. Detentions are categorized according to the violation. Infractions are considered to be either a 'procedural violation' or a 'behavioral violation'.

Levels of Detention

- At five detentions the Principal will notify the parents in writing. Any serious behavioral violation will automatically result in a phone call to the parents from the Principal.
- A student incurring fifteen detentions in a year may be suspended from school pending a Board of Discipline hearing. Disciplinary probation may be recommended at this level.

Detention will be served for one hour on Tuesdays and Thursdays when school is in session, and will begin five minutes after the end of school. Violations occurring on Thursday/Friday will be served on the following Tuesday.

The student is required to serve his/her detention within a week. Students serving detention must be dressed in accordance with Mater Dei's dress code for the day. A 'skipped' detention will warrant another hour of detention.

Community Service hours are given for more serious infractions involving disrespect, harassment, gambling, detentions, tardies, refusal to serve detentions, etc. The student is assigned to the Principal who determines the

number of community service hours and the extent of work detail.

Saturday School will be set up on an “as needed” basis to deal with special disciplinary and/or attendance problems. Saturday School may be set up for infractions dealing with cheating, harassment, bullying, defacing another’s property, etc. The Principal determines the time and date on which Saturday School is served.

Disciplinary Probation is imposed on a student because he/she has forfeited the confidence of the school community. The student is required to restore the confidence through his/her future behavior. The Principal and/or the Board of Discipline determine the length, the restrictions, and the details of probation.

Disciplinary Probation usually entails exclusion from ALL EXTRA-CURRICULAR ACTIVITIES and loss of privileges such as loss of spirit/free dress days, assemblies, etc.

Suspension is temporary exclusion from the school community. In-school or out-of-school suspensions may last from one (1) to five (5) days. Any student that is suspended may appear before the Board of Discipline or the Principal BEFORE they are allowed to return to the school community.

Out-of-School Suspension may be given for serious infractions such as theft, fighting, violation of probation, illegal drug-related activities, damaging or destroying another’s property or school property, vandalism, refusal to serve detention, etc. The student is suspended from all school-related activities and is not allowed on school property. Parents are notified and assume responsibility for the student.

Work missed during a suspension must be made up within two (2) school days of the student returning to regular classes. After that, a grade of “0” may be given. Removal from any leadership position is possible, as is possible ineligibility, for the following school year.

Exclusion

A student may be excluded from school in the following circumstances:

- If the student’s immediate removal is necessary to keep or restore order or to protect other persons or school property.
- If he/she appears mentally or physically unfit for school environment/activities.
- If he/she has a dangerous communicable disease that poses a substantial threat to the health or safety of the school community.

Anti-Bullying Statement

The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian

atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the CSO, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school Principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

Child Abuse Laws

Mater Dei High School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Dress Code

The Uniform Dress Code for Mater Dei High School is based on our belief that students should present an image that reflects a sense of pride in themselves, their families, and their school. In a society that places much emphasis on fashion, where consumerism attempts to define social position and self-worth by the price, label, or logo which appears on clothing, our dress code stands as a reminder that clothing can be simple and uniform.

The real worth of the individual is in what he or she accomplishes with the gifts and talents God has given. Our students will enter careers and professions where what they wear or their general appearance will not be their choice. We feel that we have an obligation to help them understand and accept those expectations as part of being an adult.

*We consider proper dress and grooming to be part of the learning process. **Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste.** Since the Student Handbook cannot make provisions for the continually changing styles, the school Administration reserves the right to decide what acceptable and appropriate dress is for school AND for school functions.*

Approved providers of the Mater Dei High School monogrammed polos and sweatshirts are Midwest Marketing and Southwest Grafix. Uniform dress pants may be purchased through any retail outlet that carries slacks/pants that meet all regulations of the school dress code.

The student dress code is outlined in detail on the following pages. Violations of dress code policy may warrant disciplinary action. Disciplinary action includes, but is not limited to: detention, changing clothes, sending students home, community service, and/or loss of special dress day privileges. **All dress code issues are subject to the approval of the Administration.**

Girls And Boys Attire Requirements

The standard dress code for girls and boys consists of: khaki uniform pants, belt, short/long sleeve monogrammed polo shirt (red, white, black or yellow), shoes and socks.

Pants

The uniform pants are solid tan in color. Pants are to be cotton twill pants, not denim. Pants are to be tapered or straight-legged; no extreme flare-bottom, bell-bottom, capri pants, skinny-legged, jeggings or shorts of any kind are not permitted. Pants must have belt loops. Pants may **not** have torn hems, frayed hems, split seams, cuffs, **exterior pockets**, exterior seams, grippers, rivets, exterior zippers, exterior snaps, excessive stitching, or elastic/drawstring waist. Pants must fit properly and be worn at the natural waistline. Skinny style or snug-fitting pants are not allowed.

Belt

A dress belt, appropriate for school, is required at all times. Dress belts may not have an excessive belt buckle. Not wearing a belt may result in detention.

Polo Shirt

Polo shirts must be the approved red, white, black, or yellow Mater Dei monogrammed uniform shirt. The polo shirt may be either long or short-sleeved. Only the top button may be worn open. Shirts that are the wrong size (too tight/too short) will not be acceptable. SHIRTS MUST BE PROPERLY TUCKED IN ALL DAY. Detentions may be issued.

Long Sleeve Oxford Shirt

The oxford shirt must be an approved red, white, black, or yellow Mater Dei monogrammed uniform shirt. Only the top button may be worn open. Shirts that are too tight or short will not be acceptable. SHIRTS MUST BE PROPERLY TUCKED IN ALL DAY. Detentions may be issued.

Sweatshirt/Sweater

School sweatshirts must be the approved red, white, black, or yellow Mater Dei monogrammed uniform sweater. **An approved school polo shirt must be worn (collar showing) under the sweater/sweatshirt.** Black fleece jackets or quarter-zip sweatshirts, monogrammed and provided by one of our approved vendors, are also permitted. Any other Mater Dei sweatshirts or team pullovers are not to be worn. Detentions may be issued.

Jewelry & Other Accessories

Body piercing (**any area other than the ears**) jewelry and/or tattoos are not permitted and are not to be covered with Band-Aids, tape, etc. ONLY girls may wear earrings. Girls may be asked to remove multiple earrings if they are determined to be excessive. Permanent or temporary tattoos or body drawings (writing or drawing on body) of any kind are forbidden. Body piercing, e.g. tongue, nose, etc. is not allowed. Gauges are also not allowed.

Shoes

Black, tan, or brown dress shoes appropriate for school are to be worn. Sandals, moccasins, house shoes, or shoes resembling house shoes, HEYDUDE™ Shoes and canvas Crocs™, boots of any style (work or western), and athletic

shoes or polo tennis shoes are **unacceptable** for school wear. No open-back shoes or shoes resembling athletic shoes will be permitted. Dress shoes must have a closed heel.

The wearing of athletic shoes is permitted for medical reasons upon the presentation of a note to the Main Office from a medical doctor stating their necessity. This permission slip is limited to one week. A parental note is not sufficient.

Socks

Socks must be worn at all times.

Hair And Make-Up

Girls' hair should be kept clean and properly styled. Hair color must be a natural hair color (i.e. brown, blonde). Make-up, if worn, should be properly applied and not distracting.

Boys' hair may not touch the collar in the back, should not be over the eyes, and should not be below the ear on the sides. Hair should be kept clean and properly styled. Hair color must be a natural hair color (i.e. brown, blonde).

Students may be granted **three (3) days** to comply with this rule after a verbal warning is given. Failure to do so will result in the student being suspended from school until there is compliance.

Boys must be clean-shaven: long sideburns (below the ear), and beards are not permitted. Boys may be sent to the office to shave.

ID BADGES ARE TO BE WORN BY ALL STUDENTS AND ARE A REQUIRED PART OF THE SCHOOL UNIFORM.

Special Dress Days

Your cooperation is essential to make these dress days both meaningful and possible. Failure to comply may result in a dress code violation, detention, and possible loss of continued dress day privileges. Any student may elect to wear their uniform on SPIRIT DAYS. (To be in uniform means to be in compliance with all uniform dress code policies.)

Alternate Dress Days (i.e. Field trips, May Day, Picture Day, and other special events)

Alternate dress days will be observed only on special occasions as determined by the Administration. Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste.

- Girls: Casual attire, including shorts, is not permitted. 'Professional' pants are acceptable. Dress jeans are not acceptable. Skirts/dresses must be knee-length or longer. Open backs, low-cut fronts, slits of inappropriate length, midriffs, snug-fitting, spaghetti straps, etc. are NOT acceptable. Flip-flops are not considered appropriate for dress-up days.
- Boys: A tie must be worn with a solid color shirt, school uniform pants or dress pants, and dress shoes (no athletic shoes). Senior boys are required to wear a sport coat in addition to the above-mentioned guidelines on May Day.

Spirit Dress Days

The emphasis is on school spirit and modesty. A Spirit Dress Day is designed to promote school spirit by wearing shirts/sweaters that advertise Mater Dei.

- Shirts must be professionally and/or commercially made and be promoting Mater Dei, a school

organization, or a team.

- Jeans or school pants are permitted. No sweat pants, yoga pants, cargo pants, or other large pocket pants are to be worn. Shorts are not permitted. Jeans/pants must be in good condition; clean and free of holes, no frayed jeans, etc.
- Unsafe or inappropriate footwear, bare feet, shorts, mini-skirts, tank tops, tube tops, halter tops, and inappropriate messages (satanic musical groups or wording, alcohol advertisements, or suggestive logos) are not permitted. Hats, torn, ripped, and/or cut clothing, and leggings (body-hugging slacks) are not acceptable.
- Jackets, sweatshirts, or hooded sweatshirts that do not promote Mater Dei may not be worn over a Mater Dei shirt.

Specifically Prohibited Dress Code Items

- Plain white or black undershirts may be worn under polo shirts. Undershirts with any type of writing, logos, or pictures are unacceptable.
- Shirts or sweaters are not to be tied around the waist.
- No long-sleeve t-shirts are to be worn under short sleeve polo shirts.
- Torn, ripped, frayed, worn-out, or otherwise altered clothing is not acceptable.
- Visible tattoos are not acceptable.
- Visible body piercing jewelry including tongue piercing, and nose piercing except earrings on girls, is not acceptable.

Disciplinary Action for Uniform Dress Code Violations

On alternate dress days/spirit days, students may not be allowed to attend classes until they are in proper attire. Parents may be contacted and the student may be sent home. Any student sent home because of not following guidelines must return in a regulation uniform dress. Time missed will be considered unexcused. Time missed will also be made up in detention after school. Example: If a student is out of the building for 20 minutes because of failure to follow the dress code, the student will serve 20 minutes in detention after school.

Other Dress Code Reminders

- Coats/jackets are not to be taken to the last block of the day. If an assembly is the last event of the day, no coats/jackets, books, etc. should be taken to the assembly. Purses and backpacks should be locked in lockers.
- NEVER leave your personal laptop, clothes, books, or purses lying in restrooms, locker rooms, classrooms, on the bleachers, in the cafeteria, or on the steps outside the building.
- NEVER leave LOCKERS unlocked or carry large amounts of money during the school day. Valuables may be left at the office and picked up after school.

SCHOOL TECHNOLOGY POLICY

Cell Phones / Wireless Devices

Beginning with the 2024-2025 school year, Indiana law requires schools to adopt and implement a policy that governs student use of wireless communication devices in the classroom and cafeteria. In accordance, Mater Dei students will be required to keep their cell phones and Smart watches in their lockers during the school day.

Student Access To Devices

Mater Dei High School is a one-to-one school that assigns each student a Chromebook and charger for both home and classroom use. Students are issued a Chromebook on Wildcat Welcome Day of their freshman year and will return the device at the end of their senior year or when leaving Mater Dei High School.

The Chromebook device and charger are property of Mater Dei High School and will allow student-access to the G Suite for Education, PowerSchool and other web-based educational tools required by the curriculum.

Chromebook Guidelines

- All students will be issued a Chromebook device and charger.
- All students will use school-issued Chromebooks on campus; personal devices are not permitted and will be taken to the principal's office.
- Students are responsible for bringing completely charged Chromebooks to school each day for use in their scheduled instructional periods.
- If students forget their device, they must check-out a loaner Chromebook from the media center. These transactions will be documented and sent to the principal's office. Frequently unprepared students will be issued a consequence.
- Students are responsible for the general care of their Chromebooks. Chromebooks that are broken, damaged, or fail to work properly should be reported right away to the technology department. The cost of any device/charger that is broken, damaged, lost or stolen due to student-negligence or mishandling is the responsibility of the student.
- The Chromebook is an educational tool and is to be used for educational purposes only.
- While in the building, Chromebooks will be connected to Mater Dei's guest network. Personal hotspots are not permitted.

Chromebook Lending Agreement

A Chromebook and charger will be loaned to the student under the following conditions:

***The use of this equipment for any purpose other than educational use will result in loss of privileges.
Chromebooks will be monitored by Mater Dei High School.***

- Mater Dei High School does not permit unethical use of the internet, email, or any other media. Violation of this policy will result in the loss of Chromebook loan privileges and disciplinary action by the school.
- Parents/guardians accept financial responsibility for the cost of a replacement device due to loss, theft, or damages, caused by student-negligence.
- The Chromebook, which is the property of Mater Dei High School, must be returned when student graduates or when MDHS requests it be returned.
- Chromebooks and chargers will be issued a barcode sticker that must stay on the equipment at all times. Students must report to the media center if any stickers need to be replaced.
- Students are permitted and encouraged to customize their Chromebook with stickers. Stickers must be removable and school-appropriate.

Diocesan Internet Use ***INTERNET USE POLICY***

In addition to the Catholic Diocesan Internet Use Policy, please note the following Mater Dei High School specific policy:

- Devices are to be used in classrooms at the teacher's discretion with a specific educational purpose. In the classroom environment, the teacher or other designated adult determines the appropriate and inappropriate use of technology as well as procedures in that classroom. Students must immediately comply with teachers' requests to shut down devices or close the screen.
- Inappropriate use of a device may result in confiscation of the device and/or disciplinary action. No intra- or inter-class communication such as instant messaging, texting, or any type of social media communication is authorized between students except as designated and/or supervised by an adult for a specific time period.
- Administrators reserve the right to confiscate any technology "privately owned or school-owned" when it is believed to be used as a means that does not support a wholesome and safe educational atmosphere for our students. Legal authorities may be contacted if any local, state, federal, or FCC policies are broken.

Student Internet Agreement

1. ***Personal Responsibility***. Students will accept personal responsibility for their misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, bullying, inappropriate sexual content or intentionally wasting limited resources.
2. ***Acceptable Use***. Students' use of the school's Internet and e-mail will be for educational purposes only and in support of educational research and the educational goals and missions of St. Catholic School as defined by the teacher in charge. Students agree to not "surf" the Internet for non-instructional purposes. Students agree to obey all federal and state laws and regulations, as well as any rules put in place by the school or classroom teacher.
3. ***Network Etiquette***. Students will be polite and will not send or encourage others to send abusive messages. Students will use appropriate language and realize that they are a representative of their school community. Students will never use swear words, vulgarities, other inappropriate language, or any language that could be perceived as bullying.
4. ***Privacy***. Students will not reveal their full name, usernames, passwords, home address or their personal or family phone numbers or those of any member of their school community to anyone over the Internet at any time.
5. ***Expectation of Privacy***. Students understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. Students will not send or publish anything that they do not want others to see or read.
6. ***Security***. Under no circumstances will students order any material over the Internet. Students will not download and/or attach files from any user or users they are not familiar with. Students will not attempt to gain unauthorized access to resources or files.
7. ***Copyright***. Students understand that to copy another person's work on the Internet and call it their own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, students will ask permission when possible and credit the author accordingly.
8. ***Chat/Messaging***. Students will not use chat or messaging programs or services unless it is part of a class activity which is supervised by their teacher. When posting messages for an activity, students agree to not post anonymous messages or post messages using a false name or the name of another person.

Use of the Internet and e-mail at our school is a privilege and not a right. Students understand and will abide by the above Internet Use Agreement. Students further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of their Internet use or access privileges may be revoked and school disciplinary action may be taken.

Parent Internet Agreement

The parent or guardian will read and discuss the Internet Use Policy and Agreement with his or her child. The parent or guardian understands that Internet access is provided by the school for education purposes only. However, the parent or guardian also recognizes it is impossible for the school to restrict access to all controversial materials and will not hold the school or faculty responsible for materials acquired from the Internet. The parent or guardian gives permission for the student to access the Internet pursuant to the attached Agreement while supervised at school.

Diocesan Social Media **SOCIAL MEDIA USE POLICY**

In addition to the Catholic Diocesan Social Media Policy, please note the following Mater Dei High School specific policy:

- It is not the responsibility of Mater Dei to monitor what students place on Instagram, Snapchat, Tiktok, and all other social media apps. However, information brought to the attention of the Administration, that confirms or identifies inappropriate activity/behavior, statements, or threats, directed towards Mater Dei Administration, Faculty, Staff, or Student(s), will be dealt with and could result in disciplinary action and/or police notification.

Engagement in online social media such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from school. No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official Mater Dei High School Facebook®, Twitter®, or Instagram® pages are the ones created and monitored by the school. A parent who chooses to create such an account may result in the children of the parent being separated from school.

HEALTH AND SAFETY

Wellness Policy

The Catholic Schools of the Diocese of Evansville are committed to providing school environments that promote and protect children's health, well-being, and ability to learn, by supporting healthy eating and physical activity. The Diocesan Wellness Policy has been updated to reflect the latest requirements of the USDA. Mater Dei High School will continue to implement and annually update this policy for the health and wellness of all students. A detailed copy of the policy may be found on our school's website.

Immunizations

Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system.

Pest Control Policy

All applications of pesticides will be made in strict compliance with label instructions and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods, and pesticides are

prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the Principal. A written notice shall be given no later than 48 hours before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

Elevator Policy

The elevators are off-limits to students unless the Administration or a physician requires the use of the elevator due to injury and/or sickness. A teacher may also grant permission for a student to use the elevator when the student is assisting a school employee. Any student who violates the elevator policy will be referred to the Principal.

Medication/Drugs

Students needing to take medication (prescription, OTC/non-prescription) are mandated by state law to keep these in the Main Office. The physician's authorization, parent's signature, and prescription instructions must accompany the medication.

Emergency Drills

Mater Dei High School will follow all state guidelines regarding emergency drills.

Surveillance Cameras

Mater Dei High School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy. Only authorized personnel, as determined by the one responsible for the property will be involved in, or have access to, surveillance camera images and data.

Alcohol/Drugs

Alcohol is a drug. Inherent in alcohol use is the possibility of abuse, including driving while under the influence. Also, none of our students are old enough to use alcohol legally. Therefore, we as a school and parent community must make sure that we do not sponsor activities with students where alcohol is being served. Parents sponsoring student parties have a legal obligation and responsibility to ensure that alcohol and/or other drugs are not present. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Drug, Alcohol, and Tobacco Use & Testing Policy

Introduction and Rationale

Mater Dei High School is committed to educating the whole person. In an effort to support the spiritual, emotional, mental, and physical well-being of all students, Mater Dei adheres to policies and practices to ensure a drug-free environment and support the healthy behaviors of students and parents. It shall be an expressed condition of enrollment that the parents/guardians of a student shall consent to the policies set forth in this document.

Reasonable Suspicion Drug and Alcohol Testing

Mater Dei High School reserves the right to require drug and alcohol testing in situations the school deems appropriate. Refusal by any student to submit to a drug or alcohol test when directed will be considered an admission of guilt, and the appropriate consequences for violating the school's drug, alcohol, and tobacco policy will apply, i.e., first offense, second offense, or third offense. Students may be required to undergo drug testing when certain behaviors are observed but are not limited to the following:

- Suspension from school
- Violation of the school's policy on tobacco, alcohol, intoxicant, or any other unauthorized or illegal substance
- Truancy
- Habitual tardiness
- Exhibition of behavioral patterns associated with substance use/abuse
- Upon administrative discretion

The application of this policy will be broad in scope. Its application may not be limited to the normal school day or the extracurricular activities of the school, but extended to include the enrollment period of the student regardless of the geographical location, circumstance, or time of the illegal issue.

Process of the Random Drug Testing Program

On a regular basis, Mater Dei will randomly select students to submit to drug testing. A condition of enrollment includes consenting to the school's random drug testing program. Refusal by any student to submit to a random drug test when directed will be considered an admission of guilt and the appropriate consequences for violating the school's drug, alcohol, and tobacco policy will apply, i.e., first offense, second offense, or third offense.

Each student will be assigned a number, and the Principal or his/her designee will maintain one cross-reference list of names and numbers. The selection of students to be tested will be done randomly on any given day throughout the school year, and the drug testing company will select random numbers from the pool. The company will inform the school of the numbers selected, and the Principal or his/her designee will cross-reference the numbers selected to the master student list.

All students will remain under school supervision until they have produced an adequate, acceptable urine specimen as required by the drug testing and collection companies. If a student is unable to produce a specimen, the student will be given water until an acceptable specimen is produced.

If student tampering or cheating has occurred during the collection, this action will be considered an admission of guilt, and the appropriate consequences for violating the school's drug, alcohol, and tobacco policy will apply.

When students' test results are complete, the laboratory will report to the Principal or his/her designee the results of each test by the identification numbers on the samples. The testing company will only provide specific test results to the Principal or his/her designee.

If the results of the test are 'positive', that is, if they show drug/alcohol residue, the Principal/designee will advise the student and the student's parent(s) or guardian(s). Drug testing results will only be confirmed and acted upon by the

school under the authority of a Medical Review Officer (MRO) employed by the drug testing company. When notified about a positive test result, the student and student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test can be satisfactorily explained. The Principal or his/her designee will notify the student of any consequences and educational requirements, based on the policies/procedures as outlined in this policy. The coach, sponsor, athletic director, and other related staff members will be notified of any suspensions.

A parent/guardian will be notified upon the completion of the drug testing process once results are received.

Financial Responsibility

Mater Dei High School will pay for all initial random and required probable cause drug tests.

Consequences for Violation of School Drug, Alcohol, & Tobacco Use Policy

First Offense

Students who have violated this policy by consuming, ingesting, or possessing alcohol, tobacco, or other drugs for the first time during their high school career may receive:

- Saturday School
- Four (4) weeks of disciplinary probation
- Loss of privilege to attend the next school-wide dance (Homecoming, Christmas Dance, Prom, etc.)
- Drug/alcohol/tobacco assessment by the school's Youth First social worker and participation in a recommended educational program. Times and types of programs will vary depending on student needs. All programs must be completed within six weeks of the date of the offense. Extensions will be granted for longer-term programs.
- A student is considered to be in violation of the school's drug, alcohol, and tobacco policy for extracurricular participation and is subject to the penalties of this policy accordingly (20% of the season).
- Removal from leadership or honor organizations
- Students that test positive for any random drug test will be expected to participate in the next scheduled random drug screening.

Second Offense

Students who have violated this policy by consuming, ingesting, or possessing alcohol, tobacco, or other drugs for the second time during their high school career may receive:

- Required meeting with the Board of Discipline. If the student is allowed to continue attending the school, a contract with conditions will be drawn up and signed by the parents and students.
- Two (2) Saturday Schools
- Suspension for 1-5 days
- Eight (8) weeks of disciplinary probation
- Loss of privilege to attend the next school-wide dance (Homecoming, Christmas Dance, Prom, etc.)
- Drug/alcohol/tobacco assessment by the school's Youth First social worker and participation in a recommended educational program. Times and types of programs will vary depending on student needs. The student is considered to be in violation of the school's drug, alcohol, and tobacco policy for extracurricular participation and is subject to the penalties of this policy accordingly (365 days).

- Removal from leadership or honor organizations
- Students that test positive for any random drug test will be expected to participate in the next scheduled random drug screening.

Third Offense

Students who have consumed, ingested, or are in possession of alcohol, tobacco, or other drugs may receive:

- Immediate expulsion/withdrawal

Notes:

- Any student who provides illegal drugs, look-alike drugs, alcohol, tobacco, non-authorized prescription drugs to another student or is in possession of illegal drugs, look-alike drugs, and alcohol on campus or during a Mater Dei function may be subject to immediate expulsion.
- Any student who is in possession of illegal drugs, look-alike drugs, and alcohol on campus or during a Mater Dei function will be turned over to law enforcement authorities.
- Individual coaches and sponsors may impose additional consequences within the context of that activity.

Definitions:

- Use shall be defined as consumption or possession.
- Possession shall mean on the person, or on the property owned and/or used by the person.
- Property shall include a building, vehicle, or other gathering areas.
- Tobacco violation is defined as the use or possession of tobacco, nicotine, or electronic cigarettes in any form at any time.
- Extracurricular activities include school-sponsored teams, clubs, and organizations not directly connected to academic grades.

Student Searches

The Principal, Assistant Principal, School Counselor(s), and teachers may search students and their personal belongings. If they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules, parents and law enforcement officials will be contacted.

Any suspected controlled substance found will be turned over to the police for testing. Any detected violation of school rules will be handled using school policies found in the handbook. Any detected violation of laws will be handled by, and at the discretion of, investigating law enforcement officers. The school will assure that there is no interaction between students and the K-9 teams during the search.

Locker Searches

A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school Principal or administrative designee may search student lockers at any time. The Principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

Items forbidden by civil law or school rules which cause or which can be reasonably foreseen to cause interference with the school climate or educational function must not be stored in school lockers.

Disaster Drills

- Drills are held periodically; proper procedures are posted in classrooms.
- Drills are not meaningless but are meant to teach safe, orderly, and quiet methods of seeking protection and/or evacuation.
- Silence must be observed at all times throughout the drills.

Concussion Policy

The effects of concussion on a student's return-to-school experience are unique to each student. In most cases, a concussion will not significantly limit a student's participation in school; however, in some cases, a concussion can affect multiple aspects of a student's ability to participate, learn, and perform well in school. Therefore, supporting a student recovering from a concussion requires a collaborative approach among school professionals, health care providers, and parents. Students may need both academic and physical limitations in place while recovering from a concussion.

A student with a concussion should be seen by a health care professional experienced in evaluating for a concussion. The health care professional can make decisions about a student's readiness to return to school based on the number, type, and severity of symptoms experienced by the student. Once a healthcare professional has given permission for the student to return to the classroom, school professionals can help monitor the student. With proper permission, school professionals can confer on their observations and share those observations with the family and other professionals involved in the student's recovery.

Upon returning to school, the student and parent must provide documentation from a physician that outlines restrictions and communicates any needed academic accommodations for the student to the teachers of record. Mater Dei High School reserves the right to define what activities a student is allowed to participate in and/or school events to be attended while under the care of a healthcare professional for a concussion.

Seclusion And Restraint Policy

The Diocese of Evansville believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this statement is to ensure that all students and staff are safe in school and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral crisis interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses an imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordinate, out of seat), as a means of coercion or retaliation, or as a convenience.

Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purpose of de-escalating the behavior.

School Services

Students may see the Youth First counselor, the school guidance counselor, or members of the Religion Department for personal guidance, spiritual direction, or discussion about problems that concern them.

Services are available with recommendations and/or referrals through the guidance office and/or administrative staff. Parents may inquire by contacting their son/daughter's school counselor. Students may request services through their guidance counselors.

OPERATIONAL PROCEDURES

The School Day

The school day officially begins at 7:25 AM (with a warning bell at 7:20 AM) with a morning prayer and the Pledge of Allegiance to the flag. Students should not report to school before 6:30 AM. Only Doors 1 and 3 only will be unlocked at 6:30 AM for student entry. The school day ends at 2:05 PM. Students should leave the building by 3:30 PM, with the exception of students participating in supervised and school-sponsored clubs, teams, or events.

Cafeteria

For the safety and welfare of our students, Mater Dei is a closed campus. Students may not leave for "out to lunch." Reasonably priced, healthy lunches are served in the cafeteria, but students may bring their food from home. Soft drinks may not be brought from home. Open packages of food or open beverages should not be taken from the cafeteria at any time during the day. The vending machines are off-limits for students during the school day.

Students may not order lunch to be delivered to the school. In addition, students returning to school from outside appointments may not bring food into the cafeteria. Students are to remain in the cafeteria during assigned lunch periods. Students may be excused by a staff member only.

Each student is responsible for cleaning his/her space at the lunch table, removing and taking the tray to the designated area, removing and stacking his/her own dishes, and disposing of the paper trash in the proper containers. Be careful NOT to throw-away utensils and other service wares.

Students may not bring in coffee or special coffee drinks in the morning or when returning from an appointment.

Communication in the cafeteria should be kept in a conversational tone. Courtesy and good manners should mark the student's conduct during the lunch period. Prayer before and after lunch is encouraged.

Student IDs

All students will be issued a student ID to be worn at all times on a school-issued lanyard. The ID will be required to purchase lunch, check out Media Center materials, and use the schools' laptops. Student IDs are required in all classrooms. A fee of \$5.00 will be charged for a replacement student ID and \$2.00 for replacement lanyards.

Parent Communication Guidelines

When there is a concern regarding a student's grade, homework, or classroom occurrence, communication should be directed to the classroom teacher involved first. If, after a reasonable time no response has been received or the situation has not been resolved to mutual satisfaction, then contact your student's Guidance Counselors. The Guidance Counselors can be of assistance or direct you through further lines of communication. We assure you that we are here to help in any situation.

Driving Responsibilities

Due to the limited availability of parking, juniors, and seniors will have first priority of parking passes. Sophomore drivers are not guaranteed a parking permit when they receive their drivers' licenses. Any student registered with a valid Mater Dei parking permit must observe the following regulations:

- A registration form/permission slip with the parents' signature, student signature, current license number, model, and color of the vehicle must be returned to the Room 209 (Mrs. Jeanne Thomas) to be kept on file for the school year.
- A parking permit must be obtained for each vehicle registered. The cost is \$15.00.
- Parking permits must be visibly hanging on the rearview mirror.
- Students driving unregistered vehicles jeopardize their driving privilege.
- Spaces marked for visitors, handicapped, or café are off-limits to students.
- The vehicle is to be parked properly in student parking spaces.
- Cars must be locked. The school cannot assume responsibility for thefts.
- If a student drives recklessly (including speeding) or fails to adhere to the regulations, he/she will not be permitted to drive onto school property or to park on the school campus during the school day or during school activities.
- **THE PARKING LOT IS OFF LIMITS DURING SCHOOL HOURS.** Students must seek permission from the Main Office to return to the parking lot during the school day and will result in a tardy.
- The parking lot is considered private property and will be off-limits by 10:00 PM each evening. Only those persons associated with school-sponsored activities will be permitted on school property after hours.

Textbook Rental Agreement

Outlined below are the guidelines established by Mater Dei High School for the Textbook Rental Program. All textbooks are the property of Mater Dei High School.

We expect all students to be responsible and accountable for the books assigned to them.

1. Some of the books your student(s) receive may be more used than others - that has been noted. However, we still expect your student(s) to treat the books properly.
2. Students should refrain from writing, highlighting in or on any textbook - this includes writing the student's name in the book.
3. If any book is lost or damaged to the degree that Mater Dei High School can no longer use it, both the student and parent are financially responsible for replacing the book.
4. There will be a \$15.00 fine issued if any of the barcodes are tampered with.
5. If there is an issue with any textbook, especially the barcode, the student should see Mr. Goedde immediately. Do not wait.

Library/Media Center

Each student who uses the Library/Media Center is responsible for following all guidelines and procedures, including the prompt return of all materials so other students can benefit from our services.

- Students using the Library/Media Center should not disturb other students. Students must check out materials that will be used outside the library. Students should return materials when no longer needed, or renew them if necessary. Students will take care of furniture, equipment, facilities, and materials. No food or drink will be allowed in the library. Failure to follow these guidelines will result in the student's loss of library privileges and/or disciplinary action.
- Student IDs are required to check out all books, Chromebooks, and other materials.
- Books have a three-week loan period.
- In cases of temporary need, students may check out a Chromebook but must return the computer at the end of the school day. Overnight usage must be arranged with Mr. Goedde.

ATHLETICS, EXTRACURRICULAR ACTIVITIES & STUDENT PERFORMANCES

Code Of Conduct

Adopted by Mater Dei High School for all students involved in school activities

It is the belief of the Evansville High School Athletic Council and Mater Dei High School, that all students participating in any school function have certain obligations pertaining to their conduct both in and out of their particular season. Every student is expected to behave in a manner that brings credit to his/her school, squad, and self. When a student's conduct in or out of school reflects discredit upon the school and/or creates a disruptive influence on the discipline, good order, moral or educational environment in the school, the student may be declared ineligible for further participation.

The Indiana High School Athletic Association's rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc.

School Attendance Requirement: Students are expected to attend all classes. Students absent from classes will not be allowed to participate in a practice or contest on the day of the absence. **Unless excused by the Administration, students must be present for the entire school day to participate in that day's events.**

Students who are suspended from school may not practice or participate during the time of suspension.

Conduct Rules: All students who choose to participate for Evansville High School Athletic Council member schools shall abide by the rules listed below. These are considered to be minimum standards. Individual coaches and/or sponsors may set standards above these minimums by notifying in writing each student participating and the Principal. All accusations of rule violations will be brought to the attention of the athletic director and head coach/sponsor. It is their responsibility to investigate all charges to determine disciplinary action to be taken if necessary.

1. At no time is a student allowed to be under the influence of or be in possession of an alcoholic beverage,

tobacco products, or illegal drugs not prescribed by a physician licensed by the State of Indiana, for his or her use. The Code of Conduct is in effect for 365 days and begins with the first day of the first fall sports season of the freshman year.

2. "Possession" is defined as having an alcoholic beverage, tobacco products, or illegal drugs on your person or having an alcoholic beverage, tobacco products, or illegal drug in a vehicle in which the student is driving or is a passenger, or being convicted in a court of law of illegal possession of alcohol, tobacco, or drugs. Student-athletes are responsible for the contents of their locker or vehicle in which they are driving.
3. If a student is placed on house arrest, he/she will be suspended during the length of the sentence.
4. The Evansville High School Athletic Council, composed of representatives from member schools, believes that athletes representing their schools have certain obligations pertaining to their conduct both in and out of their particular season. Every student-athlete is expected to behave in a manner that brings credit to his/her school and squad. When an athlete's conduct in or out of school (1) reflects discredit upon the school or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school, the student may be declared ineligible for further athletic participation for the remainder of his/her high school career.

The following penalties will be enforced for a violation of these rules:

First Offense – The student-athlete shall be suspended for a minimum of 20% of the scheduled events for that sport/program for that school year. **Scrimmages and jamborees are not considered a contest. Canceled contests will not count toward the suspension.** Before reinstatement to the sport/program, the student must complete a school-approved substance abuse program at the student's expense.

If the suspension falls near enough to the end of a season that the full penalty of 20% of the contests cannot be assessed, the penalty shall carry over to the next sports season/program in which the student participates. If the student is not participating at the time of the violation, the student shall be removed from 20% of the contests of the first sport season/program in which the student would normally participate. Attempts to circumvent this rule by going out for another sport/program in which the student does not normally participate will not be tolerated.

Second Offense – the student-athlete will be suspended from team or teams for 365 consecutive days from the date of suspension.

Third Offense – the student-athlete will be denied participation for the remainder of his/her high school career.

School Activities - Athletic, Extracurricular, and Performances

School and recreational programs are encouraged to foster school and class spirit.

Students who participate in any extracurricular activities are expected to attend all classes. Unexcused absences will prevent a student from participating in a practice or contest on the day of the absence (see **Excused Absences**). The latest a student may arrive at school and be eligible to participate in an extra-curricular activity that day is 8:00 AM. The Principal must approve exceptions to this rule. Students who are suspended from school may not practice or participate during the time of suspension.

Likewise, students who are too ill to be in school are not allowed to participate in or attend extra-curricular activities including athletics on the day of the absence. The Principal must approve exceptions to this rule.

Most social functions of the school close by 11:00 PM.

It is a policy of Mater Dei High School that a student be a sophomore or older to attend Prom. Any guest at a Mater Dei social function may be requested to provide a photo/picture I.D.

Students who are eighth grade or younger are not permitted at Mater Dei dances. Guests 21 years of age or older may not attend Mater Dei High School social functions/dances.

Students may not be admitted to school social affairs after the first hour of the activity has passed. Deviations from this rule must be pre-arranged between the student and the Principal who will then notify the chaperones and/or moderator. A Sign In-Out sheet will be used at school social activities.

Student IDs will be issued early in the school year and should be carried by the student at all times in their original form or as a photo on a cell phone.

Student Behavior at Athletic, Extracurricular Activities, and Student Performances

Mater Dei students will be seated at away events in the section(s) assigned by the host school and its officials. The following behaviors are specifically forbidden at events, both home and away:

- Behaving in such a way during the introduction of participants from the opposing school that would be (or appear to be) rude or discourteous.
- Displaying signs, banners, buttons, badges, or the like except as approved by the school and its officials.
- Cheers that are in bad taste, suggestive, or otherwise offensive are forbidden. The school officials at Mater Dei reserve the right to make the final decision about the appropriateness of cheers and chants used by the Mater Dei cheering section.
- Inattentive or rude behavior during the playing of the National Anthem is forbidden.
- Disrespect or rude behaviors at student performances (plays, musicals, etc.) will not be tolerated.

Students who violate the rules of good conduct at extra-curricular events will be subject to the school's disciplinary action and may be removed from the event and/or future events.

The following penalties may be imposed on any Mater Dei High School student who is removed from an extra-curricular event by a school official, athletic department representative, or law enforcement official at home or away events:

- Indefinite suspension from attendance at Mater Dei events (home and away).
- Referral to the Principal and/or Board of Discipline for possible detention, suspension, probation or expulsion, depending on the individual case.

Regulations For Dances / Events

All school rules and regulations apply at dances.

- Any person whose wearing apparel would prove embarrassing to other students, sponsors, or chaperones will not be admitted. Proper dress length is required for admission.
- Bare midriffs, bare backs, snug-fitting clothing, and halter-tops are not permitted.
- Shirts of any offensive nature will not be permitted, including advertisements, and are to be buttoned.
- Shoes must be worn at all times.
- Dancing deemed inappropriate by school officials may result in the student being asked to leave the event.
- Special permission must be given for students entering a dance one hour after it begins.
- Students must sign out and are not readmitted after leaving a dance.
- Students should leave the premises immediately following a dance.
- Congregation of students on school property after a dance is not permitted.
- Student dates must be in at least 9th grade, and under the age of 21.
- Students from other schools are subject to the approval of the Mater Dei Administration.

All-Sports Trophy

To merit an all-sports trophy, a student must accumulate 42 points in the sports as follows:

BOYS SPORTS	POINTS
Baseball	5
Basketball	5
Cross Country	5
Football	5
Golf	5
Soccer	5
Swimming	5
Tennis	5
Track	5
Wrestling	5
Freshman Cert.	2
Reserve Cert.	2
Team Manager	0.5

GIRLS SPORTS	POINTS
Basketball	5
Cross Country	5
Golf	5
Soccer	5
Softball	5
Swimming	5
Tennis	5
Track	5
Volleyball	5
Freshman Cert.	2
Reserve Cert.	2
Team Manager	0.5

Bell Schedules [Bell Schedules](#)

**** Warning Bell rings at 7:20am**

REGULAR DAILY		
BLOCK #	START	END
1/5	7:25	9:00
2/6	9:05	10:35
BLOCK 3/7 and LUNCH		
LUNCH A	10:40	11:05
	11:10	12:35
LUNCH B	10:40	11:10
	11:15	11:40
	11:45	12:35
LUNCH C	10:40	11:45
	11:50	12:15
	12:20	12:35
4/8	12:40	2:05

Student Handbook Updates

The Administration reserves the right to amend the handbook at any time during the school year. Parents and students will be notified of any changes.

Any provision not covered in the handbook or any interpretation will be the Administration's responsibilities.

UPDATED: 7/24/2024

